

CONFIDENTIAL

Slit #3

Standard Form No. 75A  
February 1946  
Budget Bureau No. 50-R052  
Approval expires Dec. 31, 1947.

UNITED STATES CIVIL SERVICE COMMISSION  
POSITION DESCRIPTION

1. Reason for submission:  
(a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number  
(b) Other (specify)

4. Agency position No.  
5. O. S. C. certification No.  
6. Date of certification  
7. Date received from C. S. C.

8. CLASSIFICATION ACTION

| ALLOCATIONARY                           | CLASS TITLE OF POSITION  | CLASS   |        |       | INITIALS | DATE |
|---|--|---------|--------|-------|----------|------|
|   |  | Service | Series | Grade |          |      |
| a. Civil Service Commission             | Document No. <u>003</u>  |         |        |       |          |      |
| b. Department, agency, or establishment | NO CHANGE in Class. <input type="checkbox"/>   |         |        |       |          |      |
| c. Bureau                               | <del>DECLASSIFIED</del> <u>5/6/2</u>   |         |        |       |          |      |
| d. Field office                         | Class. CHANGED TO: TS S C  |         |        |       |          |      |
| e. Recommended by initiating office     | Auth: DDA Memo, 4 Apr 77<br>DDA REG. 77/1763<br>Date: <u>12/05/77</u> By: <u>010</u> |         |        |       |          |      |

9. Organizational title of position (if any)  
Administrative Officer

10. Name of employee (If vacancy, specify V-1, 3, 3, or 4)

11. Department, agency, or establishment  
CIA

a. First subdivision  
OSO

b. Second subdivision  
COPS

12. This is a complete and accurate description of the duties and responsibilities of my position

(Signature of employee) \_\_\_\_\_ (Date) \_\_\_\_\_

c. Third subdivision  
Training Staff

d. Fourth subdivision

e. Fifth subdivision

13. This is a complete and accurate description of the duties and responsibilities of this position

25X1A9a 15 Apr 48  
\_\_\_\_\_  
(Date)

Title: Deputy Chief, Training Staff

14. Certification by head of bureau, division, field office, or designated representative

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\_\_\_\_\_  
(Date)

Title: Chief, Training Staff

15. Certification by department, agency, or establishment

\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date)

Title: \_\_\_\_\_

16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)

The Administrative Officer of the Training Staff is under the supervision of the Chief, Training Staff. The duties of the Administrative Officer are as follows:

1. He is the Property and Supply Officer for the Training Staff.
2. He is the Security Officer for the Training Staff.
3. Under the supervision of the Chief, Training Staff, he prepares budgets for the Training Staff, for both vouchered and unvouchered funds.
4. He supervises the handling, security and spending of all unvouchered funds assigned to the Training Staff and, in particular, is responsible for all payments to covert tutors and appraisers.
5. He assists the Chief, Training Staff, in preparing for his signature plans which involve important changes in the physical set-up or office administration of the Training Staff.

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6. He assists the Chief Instructor, Administrative Training, and lectures on administrative subjects in both the Orientation and the Field Administration Courses.

25X1A

- 25X1A 7. When called upon, he security briefs OSO personnel who attend a) [REDACTED] commercial language schools.

8. He is responsible for all administrative matters concerning persons in the Trainee Pool while they are assigned to the Training Staff.
9. As instructed by the Chief, Training Staff, he prepares memoranda and letters to other units of OSO, and directives and bulletins to members of the Training Staff.
10. In carrying out these duties, he supervises and directs the work activities of an administrative assistant and a clerk-stenographer, and coordinates the work of the other clerical employees of the Training Staff.

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